



**Benchmarks of Success for Maryland's Workforce System
Communications Committee (CC)**
March 14, 2019 | 10 a.m. – 11:30 a.m.
1100 N. Eutaw Street, Conf. Room #108 | Baltimore, MD 21201
Google Hangouts | +1 612-400-9492 | PIN: 531 873 506#

MEETING MINUTES

Attendees:

In-person: Brittney Crisafulli, Lauren Hughes (guest of K. Schultz), Susan Kaliush, Mary Manzoni, Kimberly McKay, Katherine Morris, Kimberlee Schultz, and LiLi Taylor

On the phone: Theresa Blaner, Susan Hill, Courtney Thomas-Winterberg

Handouts:

- Agenda
 - Communications Committee charter
 - Roadshow Powerpoint
 - Newsletter schedule
 - February newsletter
 - Collateral distribution
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I. Opening

- a. Welcome and introductions – Brittney asked that everyone introduce him/herself. She gave a special welcome to new members.
- b. Floor open for committee members to share any news
 - i. Katherine shared that a new workforce program will be launched. She will share more details later that we can include in our *Benchmarks* newsletter. Katherine also shared that her colleague, John Lane, will be joining the group and will provide coverage when she is unable to attend. She will invite him to our April meeting.
 - ii. Mary mentioned that she and LiLi will be presenting the roadshow Powerpoint at the April Baltimore Co. local board meeting.

II. Old Business

- a. Videos – closed captioning has been updated to reflect the exact script of the [videos](#).
- b. Collateral development
 - i. Department of Human Services (DHS) will design the [one-page collateral](#). Katherine will give us an update by next Wednesday, March 20.



#PuttingMarylandersBacktoWork

- ii. Maryland State Department of Education's (MSDE) Division of Rehabilitation Services (DORS) will work with DHS and will ensure accessibility.
- iii. Collateral distribution – committee members are asked to complete this chart on the [Google doc](#) for their respective agencies.
- c. 2019 Newsletter
 - i. Content – Southern MD LEA Alan Crawley has the main story for the March newsletter. Committee members are asked to contribute items for the “Did you know?” section as well as any other success stories they would like to share.
 - ii. Schedule – has been completed for the year and is on the [Google drive](#).
- III. New Business
 - a. Roadshow
 - i. [Sign-up sheet](#) – LiLi asked that committee members sign up to deliver the roadshow Powerpoint to the Local Workforce Development Boards. She will be accompanying committee members.
 - ii. Presentation – LiLi presented the [roadshow Powerpoint](#).
 - b. Next steps or action items for committee members
 - i. Send to Susan K. any newsletter-worthy items.
 - ii. [Sign up](#) for the [roadshow Powerpoint](#) presentation to the local boards.
 - iii. Fill in the collateral distribution [spreadsheet](#).
- IV. Next Meeting – April 4, 2019 – 10 a.m. – 11:30 a.m.
- V. Adjournment